United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:

In Re:

-V-

Case #:

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

Ruby J. Krajick, Clerk of Cour

by:

, Deputy Clerk

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 NOTICE OF APPEAL -Vciv. Notice is hereby given that (party) hereby appeals to the United States Court of Appeals for the Second Circuit from the Judgment [describe it] entered in this action on the (month) (Signature) (Address) (City, State and Zip Code) Date: ((Telephone Number)

<u>Note</u>: You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 1		_			
United States 1					
Southern Distric		York			
Office of t					
U.S. Cou					
500 Pearl Street, New Y	York, N.Y.	10007-1213			
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-V-					
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X					
Pursuant to Fed. R. App. P. 4(a)(5),					_ respectfully
1 til Statilit to 1 oct, 1ct 1 1 pp. 1 (4)(4),		(party)			
requests leave to file the within notice of appeal out	of time.				
·					arty)
desires to appeal the judgment in this action entered on		(3)		_ but	failed to file a
notice of appeal within the required number of days	because:	(day)			
[Explain here the "excusable neglect" or "good cause" where required number of days.]	nich led to ye	our failure to	file a notic	ce of a	ppeal within the
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		(Ad	idress)		
•		(City, Sta	te and Zip	Code)	
Date:	()	(Teleph	one Numbe	r)	

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

Distract Court will receive it within the 30 days of the date on we the United States or an officer or agency of the United States is	a party).			
FORM 3				
United States District C				
Southern District of New	York			
Office of the Clerk				
U.S. Courthouse 500 Pearl Street, New York, N.Y.	10007-1213			
Sou feati Sirect, New York, 1911	1000, 1210			

<u>I</u>				
1	AFFIRMATION OF SERVICE			
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I,, d	eclare under penalty of perjury that I have			
served a copy of the attached				
•				
upon				
•				
whose address is:				
Date: New York, New York				
New Tork, New Tork	·			
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·	(Signature)			
·	(Address)			
	(City, State and Zip Code)			
·				
FORM 4				
APPEAL FORMS				
ACT HOLD				

FORM 2

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

U.S. Courthouse				
500 Pearl Street, Ne	w York, N.Y. 10007-1213			
	v			
	X			
	NOTICE OF APPEAL			
	AND			
-V-	MOTION FOR EXTENSION OF TIME			
- y-	WOTON FOR EXTENSION OF TEXAS			
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n d a la a de constitucio a genera co de la constitucio a de la constitució de la c	X			
1. Notice is hereby given that	hereby appeals to			
, <u>-</u>	(party)			
	Circuit from the judgment entered on			
[Give a descrip	tion of the judgment]			
•				
2. In the event that this form was not receive	ed in the Clerk's office within the required time			
	C 11			
	fully requests the court to grant an extension of time in			
(party)	·			
accordance with Fed. R. App. P. 4(a)(5).				
a. In support of this request,	states that			
a. In support of this request,	(party)			
this Court's judgment was received on	and that this form was mailed to the			
	date)			
court on				
(date)				
	(Signature)			
	(Address)			
	·			
	(City State and Tim Code)			
	(City, State and Zip Code)			
Date:	(Telephone Number)			
	(Telebuone tannoes)			
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Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the